

## **SUPPLEMENTAL JOB DESCRIPTION**

Classification: MEDICAL SERVICES CONSULTANT II

Function Code: 6219-090

Position Title: Prior Authorization Specialist/Case Manager

Date Established: 08/15/88

Position Number: 12302

Date Of Last Amendment: 8/29/03

**SCOPE OF WORK:** Determines medical necessity for extended services and out-of-area hospitalizations received on behalf of clients in accordance with NH Medicaid rules. Provides time limited case management for clients needing coordination of benefits and services.

### **ACCOUNTABILITIES:**

- Evaluates requests of therapy services over the cap limit and out-of-area hospitalizations to assess the medical necessity of these services requested on behalf of Medicaid clients. Initiates contacts with clients, physicians, and other key providers for additional medical documentation in order to make necessary determinations.
- Completes prior authorizations in the AIM system as outlined by policy and procedures for accurate data analysis.
- Identifies high cost clients in need of disease management or clients in need of emergency services for initial immediate case management.
- Develops, coordinates and evaluates a comprehensive treatment plan for assigned clients through dialogue with the individual client, family, other State agencies and treatment providers negotiating appropriate treatment initially.
- Communicates with discharge planners, social services, physicians, nursing staff and facility case manager to coordinate services in conjunction with the case management plan.
- Assists and coordinates in disease management development to assure a seamless transition for clients to present and future programs within the Medicaid Administration Bureau for improved health care and/or continued case management.
- Provides education, training & support to clients, providers, district offices, and other professionals, including MAB staff, regarding Medicaid Rules and department processes and policies.
- Responds to inquiries from state officials, customers, staff, providers and public or private organizations regarding the Medicaid prior authorization process.

**MINIMUM QUALIFICATIONS:**

See class specification for Medical Services Consultant II

**License/Certification:** Current licensure as a Registered Nurse in NH.

**DISCLAIMER STATEMENT:** The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

**SIGNATURES:**

I have reviewed this job description for content.

Reviewer's Name, Title, Position #: Jane M. Hybsch, Administrator III, # 12435

\_\_\_\_\_  
Reviewer's Signature

\_\_\_\_\_  
Date Reviewed

I have reviewed the content of the above job description with my supervisor.

\_\_\_\_\_  
Employee's Name and Signature

\_\_\_\_\_  
Date

I have discussed the work responsibilities outlined by the job description with the above employee.

Supervisor's Name, Title, Position #: Jane M. Hybsch, Administrator III, # 12435

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division of Personnel

\_\_\_\_\_  
Date Approved